Application for Compassionate Leave for Examination

1. In the event of death in student’s immediate family (defined to include parents, siblings and grandparents), student may:
   i) Proceed with his/her scheduled examination(s); or
   ii) Decide not to take the examination(s).

2. If the student decides not to sit for the examination, he must submit a copy of the death certificate with this form to One-Stop @ SAC, latest by the 2nd working day after the examination period.

3. Leave of Absence on compassionate grounds will be granted for absence from any examinations within 7 days of the death (starting from the day of the death, inclusive of Saturdays, Sundays and Public Holidays).

To be completed by student:

Name: ____________________________________________

Matric No: ____________________________________________

Programme: ____________________________________________

Contact No: ____________________________________________

Relationship to Deceased: ____________________________________________

Date of Death: ____________________________________________

Exams Missed: ____________________________________________

(Please indicate only courses which you were absent for)

Remarks (if any):

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Signature: _______________________ Date: _______________________